capps

Centralized Accounting and Payroll/Personnel System

Time in a *Needs Approval* Status

and

Time & Labor Manager *Needs Approval* Email Notification

Time in a *Needs Approval* (NA) Status

In order to prepare for the new timesheet/approval process going live July 01, 2022, all time in *Needs Approval* (NA) status need to be evaluated and approved. This will be accomplished in 4 stages starting with oldest entries first.

Stage 1:   Older than 90 days — Due date: March 08, 2022.

Stage 2:   90-60 days — Due date: April 8, 2022
This list contains stage 1 NA time (if any) plus stage 2 NA time.

Stage 3:   60-30 days — Due date: May 13, 2022.
This list contains stage 1 NA time (if any) plus stage 2 NA time (if any) plus stage 3 NA time
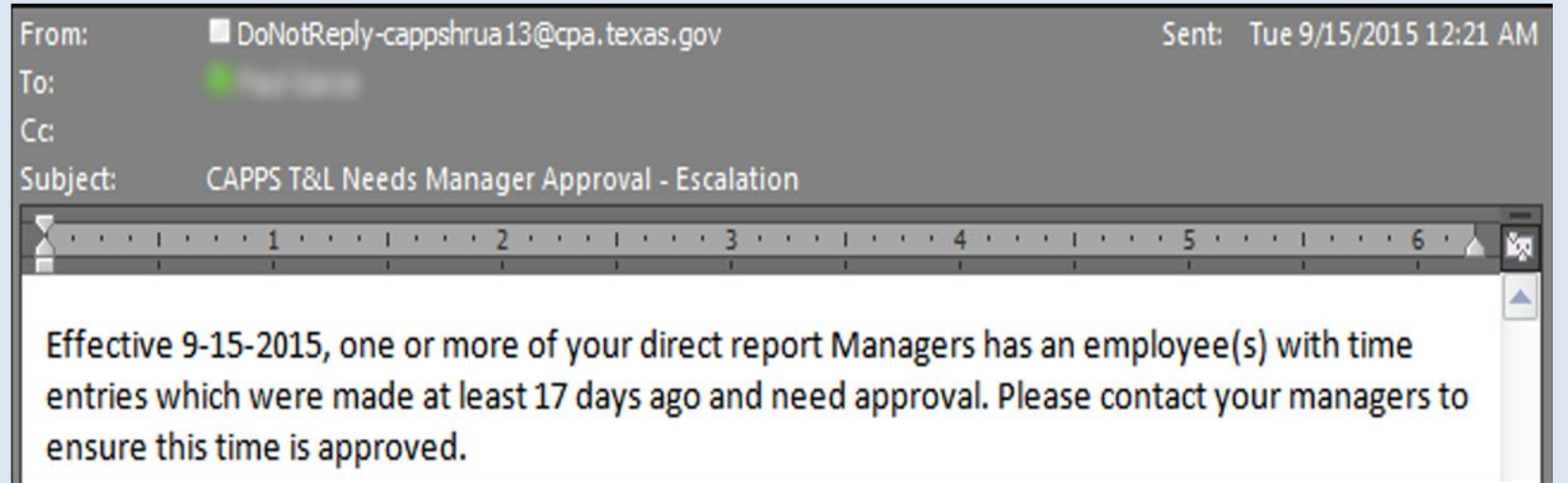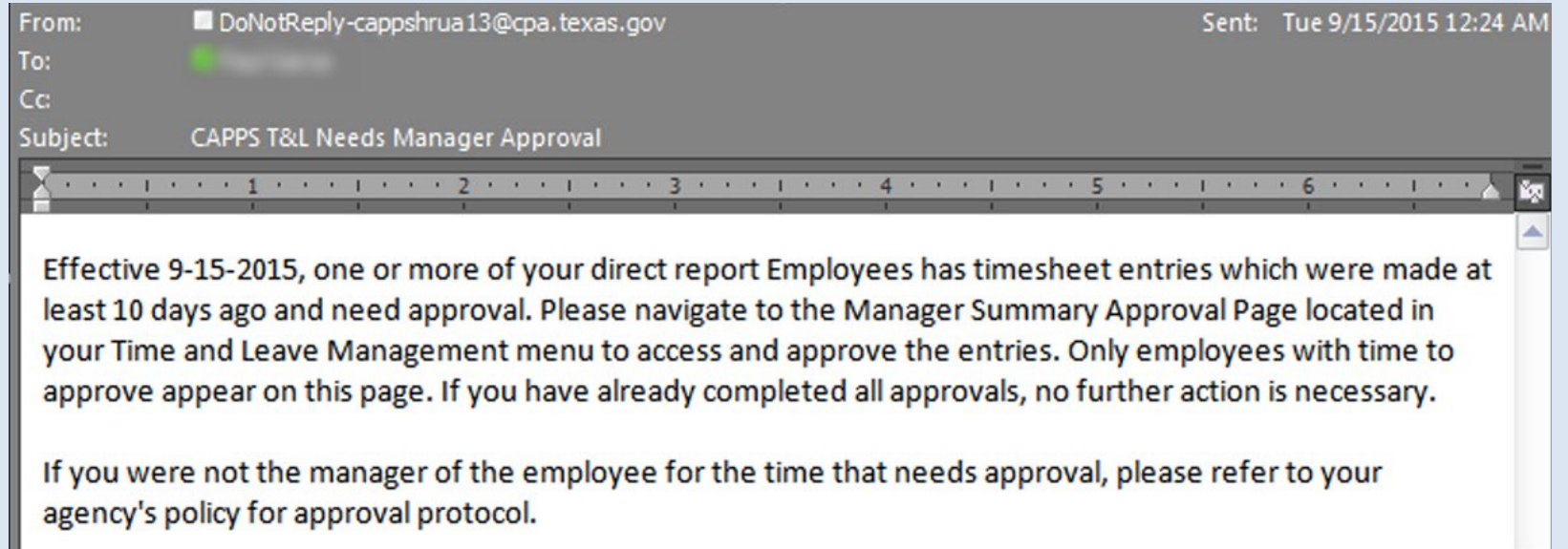
Stage 4:   Current Month — Due date: June 10, 2022.
This list contains stage 1 NA time plus stage 2 NA time plus stage 3 NA time.

Time & Labor Manager *Needs Approval* Email Notification

CAPPS sends reminder email notifications to direct-level managers when time is in *Needs Approval* status beyond 10 days from the entry date.

After 17 calendar days, the next-level manager gets an email notification.

From:	■ DoNotReply-cappshrua13@cpa.texas.gov	Sent: Tue 9/15/2015 12:24 AM
To:		
Cc:		
Subject:	CAPPS T&L Needs Manager Approval	

Effective 9-15-2015, one or more of your direct report Employees has timesheet entries which were made at least 10 days ago and need approval. Please navigate to the Manager Summary Approval Page located in your Time and Leave Management menu to access and approve the entries. Only employees with time to approve appear on this page. If you have already completed all approvals, no further action is necessary.

If you were not the manager of the employee for the time that needs approval, please refer to your agency's policy for approval protocol.

From:	■ DoNotReply-cappshrua13@cpa.texas.gov	Sent: Tue 9/15/2015 12:21 AM
To:		
Cc:		
Subject:	CAPPS T&L Needs Manager Approval - Escalation	

Effective 9-15-2015, one or more of your direct report Managers has an employee(s) with time entries which were made at least 17 days ago and need approval. Please contact your managers to ensure this time is approved.

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Time & Labor Manager *Needs Approval* Email Notification (...cont.)

- Managers must navigate to the ***Manager Summary Approval*** page to determine if they have employees with time to approve.

- Managers are able to **approve** or **deny** their pending requests.

- If entries are not approved, the *Time Admin* process does not consider NA time entries when creating payable time and the employee might be over or under compensated for the time period.

- Once the entries are approved, *Time Admin* processes the entries and the payable time is created accordingly.